Bank Information

Trigger:

Use this document to change your direct deposit information in ESS.

Business Process Procedure Overview:

The **Bank Information** service is located in the **My Personal Data** Section of ESS. Employees can use this service change their direct deposit and banking information.

Pg. 1:   **Main Bank** - Employees must have one valid record for direct deposit.

Pg. 7:   **Other Bank -** Employees can maintain up to *three* additional accounts to direct deposit a portion of your paycheck separately from their Main Bank.

Pg. 12:   **AP Reimbursement Bank** [*DOT Employees ONLY*] - Department of Transportation employees can create and change their AP reimbursement bank (travel reimbursements).

❌ **CRITICAL**!	Employees CANNOT change their Bank Information until their Agency HR has entered their original Bank Details into the system. If your Bank Information screen displays as blank, contact your Agency HR. The **Direct Deposit Enrollment & Change Form** can be located on the BEST website: http://www.osc.nc.gov/BEST/support/forms_py.html

Edit Main Bank Details

1. From the BEACON Home Page, Click the My Data (ESS) tab.
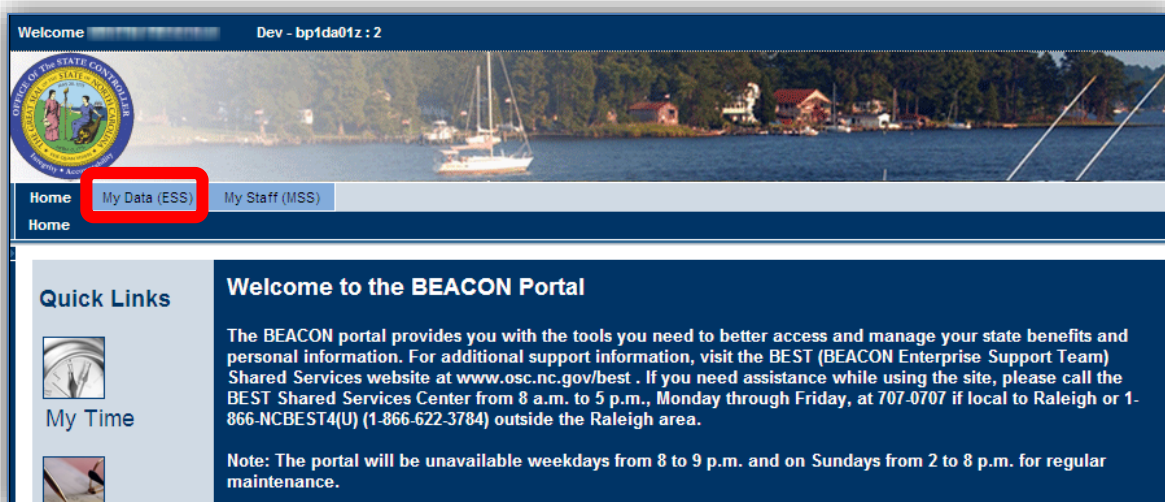
2. Click **My Personal Data**.

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

My Working Time
Record your working times, plan your leave, and display your time data.
Quick Links
Record Working Time

My Benefits
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's
annual enrollment periods; access State Health Plan forms.

My Pay
Display your pay statement, or reprint your W-2/W-2c.

My Personal Data
Manage your addresses, direct deposit, and information about family members and dependents.

3. The *My Personal Data* screen will be displayed. Click **Bank Information**.

My Personal Data

My Personal Information

Addresses
Maintain your addresses.
NOTE: Both address lines 1 and 2 are limited to 32 characters.
If you are making an in/out of state change to your permanent residence, please ensure your Tax Withholding Information is also updated.

Tax Withholding Information
Maintain the information on your Federal (W4), NC (NC4), or other state withholding forms. NOTE: If you are making an in/out of state change, please ensure your Address information is also updated.

Work Communication Data
Display your email address and your main work contact telephone number.

Change Personal Communication
Occasionally it is necessary to communicate important information to state employees, including during non-work hours. This could include emergency or other time-sensitive information.
To help ensure that you receive this information in a timely manner, please consider providing your mobile phone number and personal email address. Your personal contact information provided here will be used exclusively for state business and will never be shared with other parties or organizations for any reason. To add or update your home phone number, go to "Addresses."

Direct Deposit
 Read Before Creating or Changing Direct Deposit Information
Bank Information
Maintain your direct deposit and banking information.
IMPORTANT NOTICE: The Office of the State Controller (OSC) transmits your payroll payment electronically based on the information you provide. It is important that you enter correct account and bank routing numbers. If the payment transmission fails because you have incorrect or outdated information, OSC can only provide a replacement payment AFTER a refund from the financial institution has been received. Direct Deposits must comply with US law and requirements of the Office of Foreign Assets Control (OFAC). By entering bank data here, you are affirming that the entire payment amount you receive IS NOT subject to being transferred to a foreign bank account. OSC has the right to retract and correct direct deposit payments, as necessary.

4. The Bank Information Screen Will be displayed. To edit your Main Bank details, click
   Edit under Main Bank.

5. Enter in your updated Direct Deposit information (See next page for details).

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6. (Cont.) The majority of the Fields default from your Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. **Example**: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. **Example**: 01234567
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account	Check the Radio Button for either *Checking* or *Savings.*

NOTE: *On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.*

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7. Check the field at the bottom of the screen labeled **Valid as of Future Date** to see when the change will take effect. You can choose the effective date by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

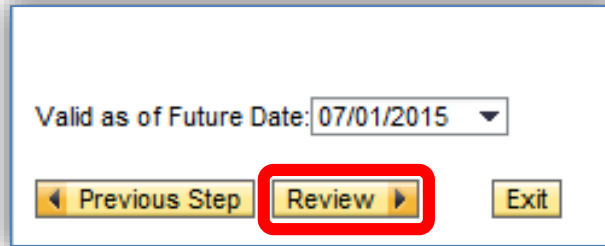| Monthly Payroll	Bi-weekly Payroll
07/01/2015: Change is effective for July 2015 Payroll	**07/04/2015:** Change is effective for Pay period beginning July 4th, 2015.

CRITICAL!

Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period.

Payroll Calendar: http://www.osc.nc.gov/BEST/support/index.html

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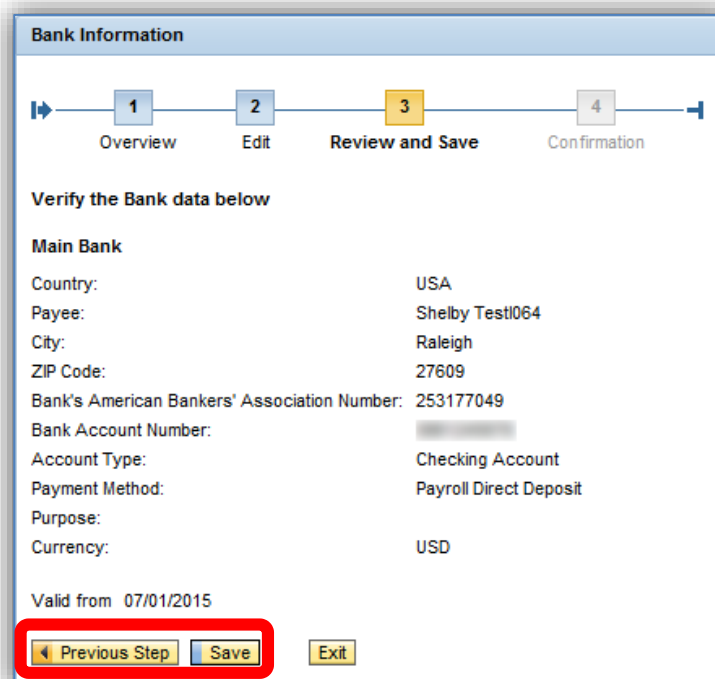8. Once all the information has been updated, click Review ▶ .

Valid as of Future Date: 07/01/2015 ▼

◀ Previous Step Review ▶ Exit

❌ CRITICAL!	If you are in the process of opening and closing bank accounts, make sure that you keep your current account open until the first direct deposit to the new bank has processed.

9. The information you have entered will be displayed. If you found an error, select ◀ Previous Step to return and correct the mistake. If correct, click Save .

Bank Information

1	2	3	4
Overview	Edit	**Review and Save**	Confirmation

Verify the Bank data below

Main Bank

Country: USA
Payee: Shelby Testl064
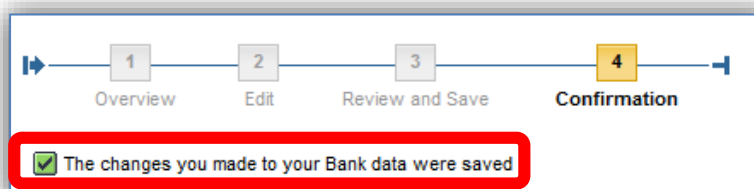City: Raleigh
ZIP Code: 27609
Bank's American Bankers' Association Number: 253177049
Bank Account Number:
Account Type: Checking Account
Payment Method: Payroll Direct Deposit
Purpose:
Currency: USD

Valid from 07/01/2015

◀ Previous Step Save Exit

10. You should receive a confirmation that "the changes you made to your Bank data were saved."

1	2	3	4
Overview	Edit	Review and Save	**Confirmation**

☑ The changes you made to your Bank data were saved

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Add/Edit Other Bank Details

1. From the Bank Information screen, Click [New Other bank ▶] to create a new record, or select [Edit] to change an existing record.

2. Enter in your updated Direct Deposit information (See next page for details).

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3. (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. **Example**: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. **Example**: 01234567
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.	Check the Radio Button for either *Checking* or *Savings.*

NOTE: On the right side of the screen, a sample check is displayed. Use this image as a guide to enter your bank routing number and your account number. Please ensure you have one of your checks readily available when maintaining this information in ESS.

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4. Choose how much money will be deposited into the Other Bank. You can choose either a percentage using the **Standard Percentage** field, or a set dollar amount using the **Default Value** field.
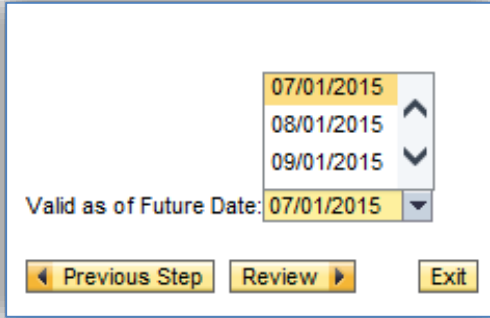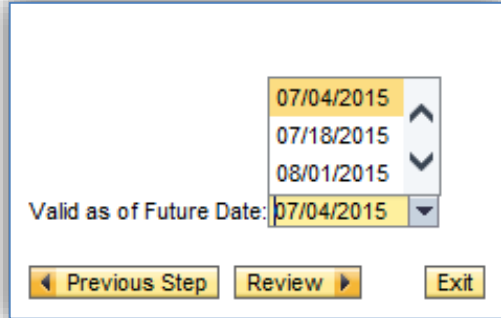

Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Payroll Period (see Monthly and Bi-weekly Payroll Examples Below).

NOTE: *An end date of 12/31/9999 indicates the record will remain active until you make a change.*

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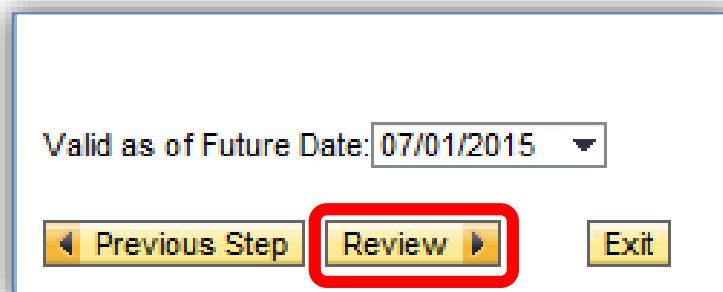| Monthly Payroll	Bi-weekly Payroll
07/01/2015 08/01/2015 09/01/2015 Valid as of Future Date: 07/01/2015 ◄ Previous Step Review ► Exit	07/04/2015 07/18/2015 08/01/2015 Valid as of Future Date: 07/04/2015 ◄ Previous Step Review ► Exit
07/01/2015: Change is effective for July 2015 Payroll	**07/04/2015:** Change is effective for Pay period beginning July 4th, 2015.

❌ **CRITICAL!**	Change Bank Information as soon as possible to ensure the change will happen correctly. If Payroll has finalized for a Pay Period, the change will be effective for the Next Pay Period. **Full Payroll Calendar:** http://www.osc.nc.gov/BEST/support/index.html

1. Once all the information has been updated , click Review ► .

Valid as of Future Date: 07/01/2015 ▼
◄ Previous Step **Review ►** Exit

2. The information you have entered will be displayed. If you found an error, select ◀ Previous Step to return and correct the mistake. If the information is correct, click Save .

Bank Information

	1	2	3	4
	Overview	Edit	**Review and Save**	Confirmation

Verify the Bank data below

Main Bank

Country:	USA
Payee:	Shelby Testl064
City:	Raleigh
ZIP Code:	27609
Bank's American Bankers' Association Number:	253177049
Bank Account Number:	
Account Type:	Checking Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 07/01/2015

◀ Previous Step   Save   Exit

3. You should receive a confirmation that "the changes you made to your Bank data were saved."

	1	2	3	4
	Overview	Edit	Review and Save	**Confirmation**

☑ The changes you made to your Bank data were saved

NOTE: *When payroll processes, any Other Bank records will be applied first, then the remainder of your paycheck will be deposited into your Main Bank.*

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Edit AP Reimbursement Bank Details (*DOT EMPLOYEES ONLY*)

1. From the Bank Information screen, Click [New AP Reimbursement Bank ▶] to create a new record, or select [Edit] to change an existing record.

2. Enter your Bank information (See Next Page for details).

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2.   (Cont.) The majority of the Fields default from the Personnel Record. Make sure you enter the Following Fields:

Field Name	Description	Values
Bank Number	The ABA routing number for your financial institution. This number will be nine (9) digits long.	Enter value in Bank Number. **Example**: 123456789
Account Number	Number of your Bank account. The length can vary depending on the bank.	Enter value in Account Number. **Example**: 0508211348
Checking or Savings Indicator	Indicates whether the account is a checking or a savings account.	Check the Radio Button for either *Checking* or *Savings.*

3.   Check the field at the bottom of the screen labeled **Valid as of Future Date** to choose how long the Other Bank will be active. You can choose when the change will take effect by selecting the first day of that Bi-Weekly Payroll Period.

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4. Once all the information has been updated , click Review ▶ .

Valid as of Future Date: 07/01/2015 ▼

◀ Previous Step   Review ▶   Exit

5. The information you have entered will be displayed. If you found an error, select ◀ Previous Step to return and correct the mistake. If the information is correct, click Save .

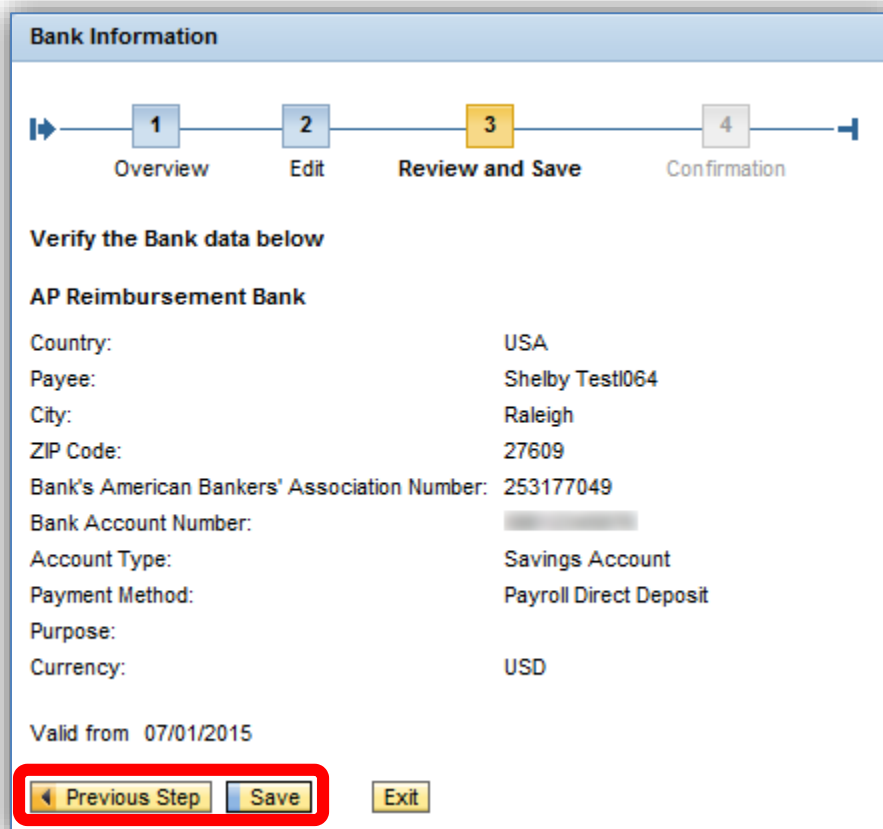**Bank Information**

1	2	3	4
Overview	Edit	Review and Save	Confirmation

Verify the Bank data below

AP Reimbursement Bank

Country:	USA
Payee:	Shelby Testl064
City:	Raleigh
ZIP Code:	27609
Bank's American Bankers' Association Number:	253177049
Bank Account Number:	
Account Type:	Savings Account
Payment Method:	Payroll Direct Deposit
Purpose:	
Currency:	USD

Valid from 07/01/2015

◀ Previous Step   Save   Exit

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4. You should receive a confirmation that "the changes you made to your Bank data were saved."
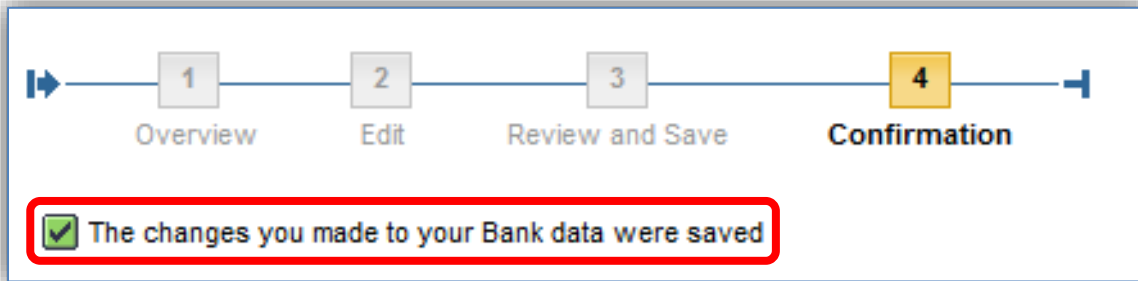
CRITICAL! Reimbursements are handled by DOT Personnel, and are not connected to Beacon Payroll. If you have questions about reimbursement dates or processes contact DOT Human Resources.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area):	(919) 707-0707
Phone (Toll Free):	(866) 622-3784
Email:	BEST@osc.nc.gov

Training HELP website:

http://www.osc.nc.gov/training/osctd/help/

Other BPPs:

ESS Maintain Tax Withholding Information

Change Record

Change Date: 9/18/2015	Changed by: David Lassiter
Changes:	1. Updated Format 2. Updated Screenshots 3. Updated language and layout

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